


Reading Documents with *Kurzweil 3000*


1. Log in to the network using your Davidson username and password.
Note: Only students with learning differences previously identified by the Dean of Students office can log on to this PC.

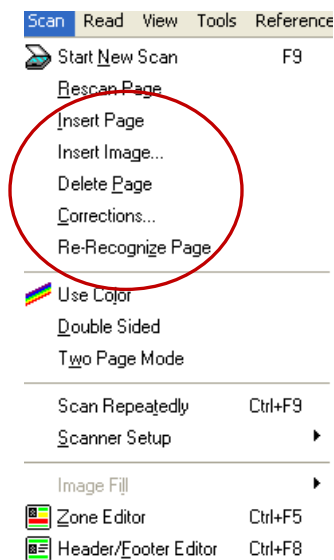
2. Open the *Kurzweil 3000* software by clicking on the **Kurzweil 3000** icon  on the desktop.

3. Open the document you wish to read. Depending on the type of document, you have four choices:

- a. **Scan a Document**

To read a book or other printed document.


- Make sure the scanner is turned on **before** the computer is turned on. The scanner will not work if it is turned on after the computer.
- Place the item on the scanner.
- Click on the **Scan** button  on the **Main** toolbar in *Kurzweil 3000*.
- When the scan is finished, the page appears in the *Kurzweil* document area.
- Scan all pages of the document. Each new page will be added to the end of the document.
- If necessary, use the options in the *Kurzweil Scan* menu to edit the document.



- Proceed to **Step 4** of this guide to begin listening to your document.

b. Open a Word or PDF Document

To read a Microsoft Word or Adobe PDF document.

- Click on the **Open** icon  on the **Main** toolbar in *Kurzweil 3000*.
- In the new dialog box, navigate to and open the file you wish to read.
- The file will open in the document area of *Kurzweil 3000*.
- Proceed to **Step 4** of this guide to begin listening to the document.

c. Open a Document Created with Another Program

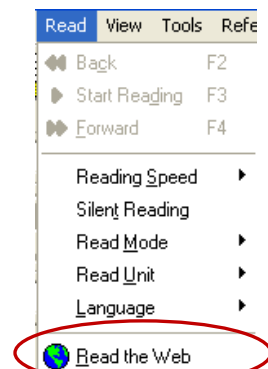
To read an Ebrary book or other non-Kurzweil-supported document.

- Minimize *Kurzweil 3000*.
- Open the program that was used to create the document you want to read.
- Open your document.
- Go to the printer options for the program and select **KESI Visual Printer**.
- Click **Print**. The document will open in the *Kurzweil 3000* document area.
- Proceed to **Step 4** of this guide to begin listening to the document.

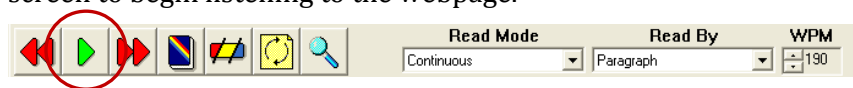
d. Open a Webpage

To read websites on Internet Explorer or Mozilla Firefox.

- Select **Read the Web** from the **Read** menu in *Kurzweil 3000*.



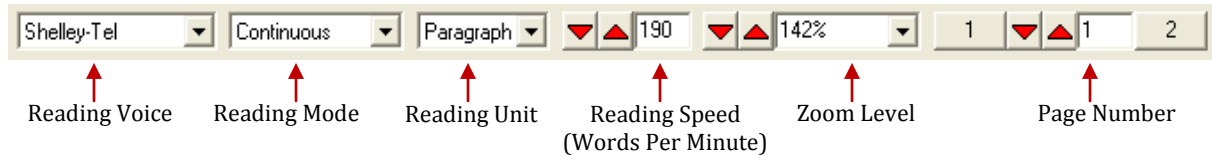
- When the Internet browser opens, go to the page you'd like to read.
- Use the *Kurzweil 3000* **Read the Web** toolbar that appears at the bottom of the screen to begin listening to the webpage.



4. Once the document you'd like to read is in the document area, click on the **Read** button on the **Main** toolbar in *Kurzweil 3000*.



5. In the **Reading** toolbar at the top of the *Kurzweil* screen, you may select:



Reading Voice: Choose the voice you'd like to hear as the document is read.



Reading Mode: Specify how you'd like *Kurzweil 3000* to read the document.

Reading Unit: Choose how much text you'd like to have highlighted during reading.

Reading Speed: Indicate how quickly *Kurzweil 3000* should read your document

Zoom Level: Enlarge or reduce the view of your document in the document area.

Page Number: Direct *Kurzweil 3000* to the page number you'd like to read.

6. When you have finished reading your document, you may save it, by clicking on the **Save** icon  on the **Main** toolbar, or close it, by clicking on the gray **X**  at the top right corner of the *Kurzweil* page.

7. Questions? Please ask a librarian; we'll be happy to assist you.